

WASHINGTON STATE LIBRARY



Washington
Secretary of State
SAM REED

Supporting Student Success 2009 Small Project Grant Guidelines

GRANTS



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1. Introduction

An Overview of the Project

Washington schools are required to report on their implementation of Social Studies Classroom Based Assessment (CBA) as a result of the Revised Code of Washington (RCW) 28A.230.095. For more information on Social Studies CBAs and associated requirements, link to www.wlma.org/cbas.

The project focuses on the library's role in supporting the CBA research process. The *Supporting Student Success Initiative* seeks to improve students' ability to effectively complete CBA requirements, specifically Social Studies. It encourages collaborative efforts among libraries, learners, and schools through information literacy activities, opportunities, and demonstration projects.

The goals of the *Supporting Student Success Initiative* include:

1. Support successful student completion of CBAs in social studies and the use of libraries for that end.
2. Provide funding for collaborative projects between public libraries and public school libraries focused on students' successful completion of required CBAs.
3. Increase awareness of the value for students when teachers, public libraries and public school libraries collaborate in support of student learning; for this grant, specifically Social Studies CBAs.

4. Familiarize public libraries with the six common steps used by students for successful completion of the Social Studies CBAs.
5. Improve public and school libraries' knowledge of public library resources and services as they relate to K–12 students' information and research skills, especially in support of CBAs.

According to Office of Superintendent of Public Instruction, "Social studies education contributes to developing responsible citizens in a culturally diverse, democratic society in an interdependent world. Social studies equips students to understand their own power and their own responsibility as citizens of the world's most powerful democracy. It equips them to make sound judgments and to actively contribute to sustaining a democratic society, to good stewardship of the natural environment, and to the health and prosperity of their own communities."

Capacities that social studies should build in each student are:

1. **Knowledge** of history, geography, civics and economics is fundamental to students' ability to understand the world we live in.
2. **Inquiry, interpersonal relations, and critical reasoning skills** include the ability to gather, interpret and analyze information, to engage in respectful and productive civic discourse, and to draw conclusions consistent with one's own values and beliefs.
3. **Respect for the values of a diverse and democratic society** motivates students to safeguard their own rights and the rights of others and to fulfill their responsibilities as citizens in a democracy.
4. **Commitment to civic participation** is the result of social studies education that includes opportunities for students to understand and experience their own power to make a positive difference through service to their communities and the world."

An Overview of this Grant Cycle

The purpose of this grant cycle is to provide grant funds to develop collaborative partnerships among libraries, learners, and schools. **The focus of this grant cycle is on libraries and their role in supporting the CBAs.** Grant-funded collaborative partnerships are intended to increase students' information and research skills and to support successful completion of Social Studies CBAs. Funds may be used to help libraries initiate new services or enhance existing services.

2. Library Eligibility

Public libraries and public school libraries are eligible to submit applications for this grant cycle subject to Library Services and Technology Act (LSTA) eligibility. LSTA eligibility guidelines may be reviewed at: <http://www.secstate.wa.gov/library/libraries/grants/eligibility.aspx>.

Schools that have a school library must have the library involved in the collaboration. Schools without a library may be a partner but not an applicant. In this case the public library may act as the applicant.

Multiple applications may be submitted from a public library/public library system or public school/school library; however, our preference is to distribute funds widely.

3. Project Eligibility

The focus of this grant cycle is on public libraries and public school libraries and their role in supporting the CBAs. This grant cycle provides grant funds to encourage collaborative partnerships among libraries, learners, and schools. Grant-funded collaborative partnerships are intended to increase students' successful completion of the Social Studies CBAs.

All submitted applications must include, at a minimum, a public library in collaboration with a school library. However, a collaboration that consists solely of a public library and a school teacher or school administrator (e.g., school district staff or school principal) when no school library exists within the school is also eligible within this grant cycle. Collaborations are encouraged to include additional participants from other groups, including: tribal libraries, two- and four-year college libraries, Educational Service Districts (ESDs), historical museums, or other community organizations or groups.

The expectation is that grant partners are collaborators in both the design and the implementation of the project. For information on possible partner roles, see <http://wlma.org/storage/traincbas/links.html>. Information is available for both public library and public school staff.

Training in support of a successful grant application and project is available on the WLMA Web site. This Web site is designed to assist both new and experienced staff by offering a Web-based concept map that is hyperlinked to information for basic beginner through intermediate learner. Some of the choices are narrated and regular PowerPoint, Web pages with linked information, a glossary and FAQ, and people to contact for specific ideas. For more information, link to www.wlma.org/cbas.

One or more of the activities on the following list may be included as part of an overall program to assist in successful student Social Studies CBA completion. To view successful 2008 Supporting Student Success grant awards, see <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>. Recognize that the guidelines for the 2009 grant cycle have been revised to better reflect LSTA guidelines and have a narrower focus than in the 2008 grant cycle. Projects proposed must conform to that focus.

This list is not exhaustive, but is intended to generate ideas about the public and school libraries role in the project:

- Design, develop and distribute resources to students
- Conduct trainings and workshops for resources and the research process, including:
 - hiring substitute staff for release time and contractors or temporary staff, as needed
- Develop and maintain CBA homework centers in both the public library and/or school library facility
- Develop and maintain Web sites and electronic links that support CBAs among grant partners
- Conduct outreach to school staff, students, parents, and/or community organizations
- Enhance collection development related to the project
- Support technical services/processing related to the project
- Purchase technology/software appropriate to student CBA project presentation, i.e., Photoshop, Inspiration, digital camera including Flip camera, scanners and media storage

- Purchase programs such Living Voices or Traveling Trunks
- Provide stipends for local authors, historians, or others pertinent to the specific CBA project
- Conduct field trips related to CBA projects

Grant funds **may not be used for:**

- Food and other refreshments
- Purchase of computers or to pay for direct costs associated with accessing the Internet
- Advertising and promotion of libraries in general
- Prizes and other incentives
- Overhead expenses, administrative and indirect costs

4. Funding Available

Overall funding to support the Supporting Student Success 2009 Small Projects grant cycle is a minimum of \$90,000. Applicants may request up to \$4,000 in association with each project application. Twenty-three (23) to 30 awards are anticipated. Awards will be made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library (WSL), a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates

- **March 23, 2009** — Tentative date for grant cycle opening
- **Friday, May 8, 2009, 4 p.m.** — Application deadline; applications postmarked or delivered *after* this date will not be accepted.
- **June 22, 2009** — Anticipated date for grant awards; all applicants notified
- **June 22–August 24, 2009** — Contract development and execution
- **August 24, 2009–August 13, 2010** — Project implementation.
- **Thursday, September 30, 2010** — Final report due
- **Thursday, September 30, 2010** — Final reimbursement claim due

6. Application Process

- A. Review the grant cycle materials, including the frequently asked questions (<http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>) prior to developing your application. The grant cycle opens on March 23, 2009.

Application guidelines, forms, and other materials may be obtained by visiting the Washington State Library Web site and printing the appropriate Web pages or by downloading and printing the files in Word format. Materials may also be obtained by contacting the Grants Program staff as noted at the end of these guidelines.

- B. Complete the application form; reply to **all** questions. Secure all signatures. Review the criteria that are contained within the application to determine if you have met all of the criteria. Revise the application as needed.
- C. General questions regarding the application process may be obtained by contacting the *Supporting Student Success Initiative* project manager or the Grants Program staff by e-mail or phone. Staffing limitations preclude review and comment on draft applications.
- D. Submit applications to the Washington State Library postmarked or hand delivered by **4 p.m., Friday, May 8, 2009**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of three components:

- A single-sided, signed original; clearly identified as the original
- A paper copy; **and**
- An electronic copy in Word or rich text format (on USB drive or CD); or sent via e-mail to ayarbrough@secstate.wa.gov.

Submit applications to the address below:

By Mail

*Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand or Delivered

*Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513*

- E. **Applications received that are complete and that meet all the criteria will be funded on a first come-first served basis.** A fully completed and signed application received in the mail or hand delivered will be accepted for the purposes of establishing this rank. Applications received through the mail or using a delivery/shipping company such as FedEx or UPS will use the postmark/shipping date to establish their order for ranking. Applications that are hand delivered will use the date of receipt by the Washington State Library to establish their order for ranking. Incomplete applications and those which do not meet the criteria listed within the application will be rejected and will not be considered for award.
- F. A review committee selected by WSL will review the applications for eligibility. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
- G. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

7. Requirements

- a) The contract (grant agreement) must be fully signed before the project may proceed and costs incurred. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. Funds requested for the proposed project must not take the place of previously budgeted local funding.

- b) Applicant/sub-grantee overhead expenses, administrative and indirect costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.
- c) Subscriptions to licensed databases, access to vendors providing homework help, and similar types of activity which extend beyond September 30, 2010 may use grant funds to only pay for that portion of time between contract execution and September 30, 2010. Additional time beyond September 30, 2010 must be paid with non-grant funding.
- d) Applicants must commit to compliance with grant administration requirements. A final report will be submitted to WSL by September 30, 2010, providing a complete summary of the project and of all grant activities. Reimbursement claims will be submitted by September 30, 2010, on forms provided by WSL. Documentation of expenses will be required.
- e) The applicant agrees that it will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to the use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The applicant assures the Washington State Library that promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
- f) The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- g) All projects and activities must be completed and funds expended by **August 13, 2010**. Applicants proposing projects that will use LSTA grant funding beyond August 13, 2010, will not be considered for this grant cycle.
- h) **Children's Internet Protection Act (CIPA)**
Because grant funds in this grant cycle may not be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet, submission of a CIPA form is **not required**.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- F. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);

- G. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- H. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL: <http://www.gpoaccess.gov/cfr/index.html>. On this page is a box labeled "Quick Search". To inspect 45 CFR Part 1183, enter 45CFR1183 in this box and click on the "Submit" button. A search list is returned that includes specific parts, sections, and subsections of 45 CFR Part 1183. If you are interested in inspecting the full title, scroll to the bottom of the page. You will find one item titled: 45CFR1183-- PART 1183--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title and is available as a text file (.txt) or as an Adobe Acrobat (.pdf) file. If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1168 provides that no federal appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

The Code of Federal Regulations 45 CFR Part 1180.44 provides that each grantee shall comply with the following statutes:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4) relating to discrimination on the basis of race, color or national origin.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) relating to discrimination on the basis of sex.
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) relating to discrimination on the basis of handicap.
4. The Age Discrimination Act (42 U.S.C. 8101 et. seq) relating to discrimination on the basis of age.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions to grants and other cooperative agreements, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL: <http://www.whitehouse.gov/omb/grants/index.html> Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Additional Information

Web site for grant information: <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>

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